

CHAPTER VII

ACCESS , DISSEMINATION, AND ACCOUNTABILITY

Section 1

ACCESS

7-100 Policy

a. Except as otherwise provided for in subsection 7-101, no person may have access to classified information unless that person has been determined to be trustworthy and unless access is essential to the accomplishment of lawful and authorized Government purposes, that is, the person has the appropriate security clearance and a need-to-know. Further, cleared personnel may not have access until they have been given an initial security briefing (see subsection 10-102). Procedures shall be established by the head of each DoD Component to prevent unnecessary access to classified information. There shall be a demonstrable need for access to classified information before a request for a personnel security clearance can be initiated. The number of people cleared and granted access to classified information shall be maintained at the minimum number that is consistent with operational requirements and needs. No one has a right to have access to classified information solely by virtue of rank or position. The final responsibility for determining whether an individual's official duties require possession of or access to any element or item of classified information, and whether the individual has been granted the appropriate security clearance by proper authority, rests upon the individual who has authorized possession, knowledge, or control of the information and not upon the prospective recipient. These principles are equally applicable if the prospective recipient is a DoD Component, including commands and activities, other federal agencies, DoD contractors, foreign governments, and others.

b. Because of the extreme importance to the national security of Top Secret information and information controlled within approved Special Access Programs, employees shall not be permitted to work alone in areas where such information is in use or stored and accessible by those employees. This general policy is an extra safeguarding measure for the nation's most vital classified information and it is not intended to cast doubt on the integrity of DoD employees. The policy does not apply in those situations where one employee with access is left alone for brief periods during normal duty hours. When compelling operational requirements indicate the need, DoD Component heads may waive this requirement in specific, limited cases. This waiver authority may be delegated to the senior official (subsections 13-301 and 13-302) of the DoD Component who may redelegate the authority but only if so authorized by the head of the DoD Component. (Any waiver should include provisions for periodically ensuring the health and welfare of individuals left alone in vaults or secure areas).

Classified information may be made available to individuals or agencies outside the Executive Branch provided that such information is necessary for performance of a function from which the Government will derive a benefit or advantage, and that such release is not prohibited by the originating department or agency. Heads of DoD Components shall designate appropriate officials to determine, before the release of classified information, the propriety of such action in the interest of national security and assurance of the recipient's trustworthiness and need-to-know.

a. Congress. Access to classified information or material by Congress, its committees, members, and staff representatives shall be in accordance with DoD Directive 5400.4 (reference (rr)). Any DoD employee testifying before a congressional committee in executive session in relation to a classified matter shall obtain the assurance of the committee that individuals present have a security clearance commensurate with the highest classification of the information that may be discussed. Members of Congress, by virtue of their elected positions, are not investigated or cleared by the Department of Defense.

1. NATIONAL SECURITY INFORMATION REQUESTED BY CONGRESSIONAL COMMITTEE OR A PROFESSIONAL STAFF MEMBER MAY BE FURNISHED WHEN NEEDED IN THE PERFORMANCE OF OFFICIAL COMMITTEE FUNCTIONS. ALL REQUESTS FOR MATERIAL FROM OSD COMPONENTS SHALL BE MADE THROUGH THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE, LEGISLATIVE AFFAIRS. CLASSIFIED INFORMATION ORIGINATED IN AN AGENCY OTHER THAN OSD, BUT IN CUSTODY OF OSD STAFF, SHALL NOT BE RELEASED WITHOUT THE CONSENT OF THE ORIGINATING AGENCY. ALL MATERIAL FURNISHED MUST BEAR CORRECT CLASSIFICATION; I.E., DOWNGRADING OR DECLASSIFICATION MARKINGS. RECEIPTS SHALL BE OBTAINED.

2. A PERSON PRESENTING ORAL TESTIMONY SHALL ADVISE THE CONGRESSIONAL COMMITTEE OF THE CLASSIFICATION AND THE NEED FOR PROTECTING THE NATIONAL SECURITY INFORMATION. IF DEFENSE INFORMATION REQUESTED BY THE COMMITTEE IS UNKNOWN TO A WITNESS AND THE WITNESS MUST FURNISH IT LATER IN WRITING, THE MATERIAL MUST BEAR THE CORRECT CLASSIFICATION AND DECLASSIFICATION MARKINGS. RECEIPTS SHALL BE OBTAINED.

3. CLASSIFIED INFORMATION REQUESTED BY CONGRESSIONAL COMMITTEE THROUGH A MEMBER OF THE COMMITTEE OR PROFESSIONAL STAFF MEMBER MAY BE FURNISHED WHEN NEEDED IN THE PERFORMANCE OF OFFICIAL COMMITTEE FUNCTIONS. CLASSIFIED SECURITY INFORMATION ORIGINATED IN AN AGENCY OTHER THAN OSD, BUT IN THE CUSTODY OF THE OSD, SHALL NOT BE RELEASED WITHOUT THE CONSENT OF THE ORIGINATING AGENCY. ALL MATERIAL FURNISHED MUST BEAR CORRECT CLASSIFICATION AND DECLASSIFICATION MARKINGS. RECEIPTS SHALL BE OBTAINED.

b. Government Printing Office (GPO). Documents and material of all classifications may be processed by the GPO, which protects the information in accordance with the DoD/GPO Security Agreement of February 20, 1981.

c. Representatives of the General Accounting Office (GAO). Representatives of the GAO may be granted access to classified information originated by and in possession of the Department of Defense when such information is relevant to the performance of the statutory responsibilities of that office, as set forth in DoD Directive 7650.1 (reference (ss)). Officials

of the GAO, as designated in Appendix B, are authorized to certify security clearances, and the basis therefor. Certifications will be made by these officials pursuant to arrangements with the DoD Component concerned. Personal recognition or presentation of official GAO credential cards are acceptable for identification purposes.

d. Industrial, Educational, and Commercial Entities.

1. Bidders, contractors, grantees, educational, scientific or industrial organizations may have access to classified information only when such access is essential to a function that is necessary in the interest of the national security, and the recipients are cleared in accordance with DoD 5220.22-R (reference (j)).

2. Contractor employees whose duties do not require access to classified information are not eligible for personnel security clearance and cannot be investigated under the DISP. In exceptional situations, when a military command is vulnerable to sabotage and its mission is of critical importance to national security, National Agency Checks may be conducted on such individuals with the approval of the DUSD(P).

e. Historical Researchers. Persons outside the Executive Branch who are engaged in historical research projects may be authorized access to classified information provided that an authorized official within the DoD Component with classification jurisdiction over the information:

1. Makes a written determination that such access is clearly consistent with the interests of national security in view of the intended use of the material to which access is granted by certifying that the requester has been found to be trustworthy pursuant to paragraph 7-100 a.;

2. Limits such access to specific categories of information over which that DoD Component has classification jurisdiction and to any other category of information for which the researcher obtains the written consent of a DoD Component or non-DoD department or agency that has classification jurisdiction over information contained in or revealed by documents within the scope of the proposed historical research;

3. Maintains custody of the classified material at a DoD installation or activity or authorizes access to documents in the custody of the NARS;

4. Obtains the researcher's agreement to safeguard the information and to submit any notes and manuscript for review by all DoD Components or non-DoD departments or agencies with classification jurisdiction for a determination that no classified information is contained therein by execution of a statement entitled, "Conditions Governing Access to Official Records for Historical Research Purposes"; and

5. Issues an authorization for access valid for not more than 2 years from the date of issuance that may be renewed under regulations of the issuing DoD Component.

6. REQUESTS FOR ACCESS TO OSD CLASSIFIED INFORMATION BY HISTORICAL RESEARCHERS SHALL BE SUBMITTED TO THE RECORDS MANAGEMENT DIVISION, DIRECTORATE FOR CORRESPONDENCE AND DIRECTIVES , WHS . SUCH REQUESTS SHALL BE APPROVED OR DiSapprOVed BY THE DEPUTY ASSISTANT SECRETARY OF DEFENSE (MINISTRATION) WHO SHALL MAKE THE DETERMINATION WHETHER SUCH ACCESS CLEARLY IS CONSISTENT WITH THE INTEREST OF NATIONAL SECURITY. OASD(PA) SHALL ACCOMPLISH THE FINAL SECURITY REVIEW OF ANY MANUSCRIPT PROPOSED FOR PUBLICATION.

f. Former Presidential Appointees. Persons who previously occupied policy making positions to which they were appointed by the President may not remove classified information upon departure from office as all such material must remain under the security control of the U.S. Government. Such persons may be authorized access to classified information that they originated, received, reviewed, signed, or that was addressed to them while serving as such an appointee, provided that an authorized official within the DoD Component with classification jurisdiction for such information:

1. Makes a written determination that such access is clearly consistent with the interests of national security in view of the intended use of the material to which access is granted and by certifying that the requester has been found to be trustworthy pursuant to paragraph 7-100 a.;

2. Limits such access to specific categories of information over which that DoD Component has classification jurisdiction and to any other category of information for which the former appointee obtains the written consent of a DoD Component or non-DoD department or agency that has classification jurisdiction over information contained in or revealed by documents with the scope of the proposed access;

3. Retains custody of the classified material at a DoD installation or activity or authorizes access to documents in the custody of the National Archives and Records Service; and

4. Obtains the former presidential appointee's agreement to safeguard the information and to submit any notes and manuscript for review by all DoD Components or non-DoD departments or agencies with classification jurisdiction for a determination that no classified information is contained therein.

g. Judicial Proceedings. DoD Directive 5405.2 (reference (nnn)) governs the release of classified information in litigation.

7-102 Access by Foreign Nationals, Foreign Governments, and International Organizations

a. Classified information may be released to foreign nationals, foreign governments, and international organizations only when authorized under the provisions of the National Disclosure Policy and DoD Directive 5230.11 (reference (tt)); and

b. Access to COMSEC information by foreign persons and activities shall be in accordance with policy issuances of the National Telecommunications and Information Systems Security Committee (NTISSC).

7-103 Other Situations

When necessary in the interests of national security, heads of DoD Components, or their single designee, may authorize access by persons outside the federal government, other than those enumerated in subsections 7-101 and 7-102, to classified information upon determining that the recipient is trustworthy for the purpose of accomplishing a national security objective; and that the recipient can and will safeguard the information from unauthorized disclosure.

7-104 Access Required by Other Executive Branch Investigative and Law Enforcement Agents

a. Normally, investigative agents of other departments or agencies may obtain access to DoD information through established liaison or investigative channels.

b. When the urgency or delicacy of a Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), or Secret Service investigation precludes use of established liaison or investigative channels, FBI, DEA, or Secret Service agents may obtain access to DoD information as required. However, this information shall be protected as required by its classification. Before any public release of the information so obtained the approval of the head of the activity or higher authority shall be obtained.

7-105 Access by Visitors

Procedures shall be established to control access to classified information by visitors. (DoD Instruction 5230.20 (reference (fff)) provides further guidance regarding foreign visitors.)

a. Except when a continuing, frequent working relationship is established, through which current security clearance and need-to-know are determined, DoD personnel visiting other activities of the Department of Defense, its contractors, and other agencies shall provide advance notification of the pending visit that establishes the visitor's security clearance and the purpose of the visit. Visit requests shall be signed by an official other than the visitor who is in a position to verify the visitor's security clearance.

b. Visit requests normally should include the following:

1. Full name, date and place of birth, social security number, and rank or grade of visitor;
2. Security clearance of the visitor;
3. Employing activity of the visitor;
4. Name and address of activity to be visited;
5. Date and duration of proposed visit;

6. Purpose of visit in sufficient detail to establish need-to-know;
and

7. Names of persons to be contacted.

c. Visit requests may remain valid for not more than 1 year.

d. EACH OSD COMPONENT SECURITY MANAGER SHALL INSTITUTE A FILE SYSTEM FOR VISIT REQUESTS FOR PERSONNEL VISITING THE NATIONAL CAPITAL REGION. THE VISIT REQUEST SHALL BE SENT TO THE OFFICE OF THE OSD COMPONENT THAT SHALL SEE THE VISITOR(S) .

e. OSD PERSONNEL VISITING OTHER ACTIVITIES OF THE DOD, ITS CONTRACTORS, AND OTHER AGENCIES, SHALL COMPLY WITH THE REQUIREMENTS OF THIS INSTRUCTION AND ADMINISTRATIVE INSTRUCTION NO. 23 (REFERENCE (sss)).

Section 2

DISSEMINATION

7-200 Policy

DoD Components shall establish procedures consistent with this Regulation for the dissemination of classified material. The originating official or activity may prescribe specific restrictions on dissemination of classified information when necessary. (See subsection 4-505.)

7-201 Restraints on Special Access Requirements

Special requirements with respect to access, distribution, and protection of classified information shall require prior approval in accordance with Chapter XII.

7-202 Information Originating in a Non-DoD Department or Agency

Except under rules established by the Secretary of Defense, or as provided by Section 102 of the National Security Act (reference (uu)), classified information originating in a department or agency other than Department of Defense shall not be disseminated outside the Department of Defense without the consent of the originating department or agency.

7-203 Foreign Intelligence Information

Dissemination of foreign intelligence information shall be in accordance with the provisions of DoD Instruction 5230.22 (reference (z)) and DoD Directive C-5230.23 (reference (eee)).

7-204 Restricted Data and Formerly Restricted Data

Information bearing the warning notices prescribed in subsection 4-501 and 4-502 shall not be disseminated outside authorized channels without the consent of the originator. Access to and dissemination of Restricted Data by DoD personnel shall be subject to DoD Directive 5210.2 (reference (old)).

7-205 NATO Information

Classified information originated by NATO shall be safeguarded in accordance with DoD Directive 5100.55 (reference (ee)).

7-206 COMSEC Information

COMSEC information shall be disseminated in accordance with NACSI 4005 (reference (aa)) and implementing instructions.

7-207 Dissemination of Top Secret Information

a. Top Secret information, originated within the Department of Defense, may not be disseminated outside the Department of Defense without the consent of the originating DoD Component, or higher authority.

b. Top Secret information, whenever segregable from classified portions bearing lower classifications, shall be distributed separately.

c. Standing distribution requirements for Top Secret information and materials, such as distribution lists, shall be reviewed at least annually to verify the recipients' need-to-know.

d. THE OSD COMPONENT TOP SECRET CONTROL OFFICER SHALL COORDINATE THE DISSEMINATION OF EACH DOCUMENT WITHIN OSD OFFICES.

7-208 Dissemination of Secret and Confidential Information

a. Secret and Confidential information, originated within the Department of Defense, may be disseminated within the Executive Branch, unless prohibited by the originator. (See subsection 4-505.)

b. Standing distribution requirements for Secret and Confidential information and materials, such as distribution lists, shall be reviewed at least annually to verify the recipients' need-to-know.

7-209 Code Words, Nicknames, and Exercise Terms

The use of code words, nicknames, and exercise terms is subject to the provisions of Chapter XII and Appendix C.

7-210 Scientific and Technical Meetings

Use of classified information in scientific and technical meetings is subject to the provisions of DoD Directive 5200.12 (reference (M)).

Section 3

ACCOUNTABILITY AND CONTROL

7-300 Top Secret Information

DoD activities shall establish the following procedures:

a. Control Officers. Top Secret Control Officers (TSCOs) and alternates shall be designated within offices to be responsible for receiving, dispatching, and maintaining accountability registers of Top Secret documents. Such individuals shall be selected on the basis of experience and reliability, and shall have Top Secret security clearances. TSCOs need not be appointed in those instances where there is no likelihood of processing Top Secret documentation.

1. THE HEAD OF THE OSD COMPONENT SHALL APPOINT A PRIMARY TOP SECRET CONTROL OFFICER (TSCO) FOR THE OSD COMPONENT AND AN ALTERNATE FOR THE PRIMARY ON SD FORM 507, "TOP SECRET CONTROL OFFICER DESIGNATION FORM." THE ORIGINAL COPY SHALL BE FURNISHED TO PSD.

2. THE TSCO CUSTODIAN MAY BE APPOINTED FOR EACH ELEMENT OR OFFICE WITHIN OSD COMPONENTS TO APPROPRIATELY CONTROL DOCUMENTS. THE ORIGINAL COPY SHALL BE FURNISHED TO THE OSD COMPONENT, TSCO.

b. Accountability.

1. Top Secret Registers. Top Secret accountability registers shall be maintained by each office originating or receiving Top Secret information. Such registers shall be retained for 2 years and shall, as a minimum, reflect the following:

(a) Sufficient information to identify adequately the Top Secret document or material to include the title or appropriate short title, date of the document, and identification of the originator;

(b) The date the document or material was received;

(c) The number of copies received or later reproduced; and

(d) The disposition of the Top Secret document or material and all copies of such documents or material.

2. Serialization and Copy Numbering. Top Secret documents and material shall be numbered serially. In addition, each Top Secret document shall be marked to indicate its copy number, for example, copy -1-' of -2-copies .

3. Disclosure. Records. Each Top Secret document or item of material shall have appended to it a Top Secret disclosure record. The name and title of all individuals, including stenographic and clerical personnel to whom information in such documents and materials has been disclosed, and the date of such disclosure, shall be recorded thereon. Disclosures to individuals who may have had access to containers in which Top Secret information is stored, or who regularly handle a large volume of such information need not be so recorded. Such individuals, when identified on a roster, are deemed to have had access to such information. Disclosure records shall be retained for 2 years after the documents or materials are transferred, downgraded, or destroyed.

A TOP SECRET INFORMATION COVER SHEET (SD FORM 194) SHALL BE ATTACHED AND REMAIN WITH THE TOP SECRET MATERIAL OTHER THAN NATIONAL SECURITY COUNCIL (NSC) INFORMATION . SD FORM 194 SHALL BE UPDATED WHEN AN INDIVIDUAL GAINS ACCESS TO THE DOCUMENTS AND SHALL INCLUDE THE DATES OF SUCH ACCESS. THE PROPER NSC COVER SHEET OF THE DD FORM 2275 SERIES SHALL BE USED WITH NSC INFORMATION .

c. Inventories. All Top Secret documents and material shall be inventoried at least once annually. The inventory shall reconcile the Top Secret accountability register with the documents or material on hand. At such time, each document or material shall be examined for completeness. DoD Component senior officials (subsections 13-301 and 13-302) may authorize the annual inventory of Top Secret documents and material in repositories, libraries, or activities that store large volumes of Top Secret documents or material to be limited to documents and material to which access has been granted within the past year, and 10 percent of the remaining inventory. If a storage system contains large volumes of information and security measures are adequate to prevent access by unauthorized persons, a request for waiver of the annual inventory requirement accompanied by full justification may be submitted to the DUSD(P).

THE OSD COMPONENT TSCO SHALL FORWARD THE COMPLETED ANNUAL INVENTORY CERTIFICATE TO PSD NO LATER THAN JULY 30 OF EACH YEAR. THIS ANNUAL CERTIFICATE SHALL LIST ANY DOCUMENT THAT MIGHT NOT BE LOCATED.

d. Retention. Top Secret information shall be retained only to the extent necessary to satisfy current requirements. Custodians shall destroy nonrecord copies of Top Secret documents when no longer needed. Record copies of documents that cannot be destroyed shall be reevaluated and, when appropriate, downgraded, declassified, or retired to designated records centers.

e. Receipts. Top Secret documents and material will be accounted for by a continuous chain of receipts. Receipts shall be maintained for 2 years.

RECEIPT FOR CLASSIFIED MATERIAL (SD FORM 120) IS THE ONLY FORM APPROVED FOR TRANSMITTING OR TRANSFERRING CLASSIFIED ACCOUNTABLE MATERIALS BY OSD COMPONENTS. (SEE FIGURE 10 BELOW.) A SUPPLEMENTAL RECEIPT, SUCH AS SD FORM 396, CLASSIFIED DOCUMENT RECORD AND RECEIPT, MAY BE USED WITH THE SD FORM 120 WHEN TRANSMISSION INVOLVES MULTIPLE DOCUMENTS .

7-301 Secret Information

Administrative procedures shall be established by each DoD Component for controlling Secret information and material originated or received by an activity; distributed or routed to a sub-element of such activity; and disposed of by the activity by transfer of custody or destruction. The control system for Secret information must be determined by a practical balance of security and operating efficiency and must meet the following minimum requirements:

a. It must provide a means to ensure that Secret material sent outside a major subordinate element (the activity) of the DoD Component concerned has been delivered to the intended recipient. Such delivery may be presumed where the material is sent electronically over secure voice or data circuits. Ensuring physical delivery may be accomplished by use of a receipt as provided in paragraph 8-202 b. or through hand-to-hand transfer when the receiving party acknowledges responsibility for the Secret material.

b. It must provide a record of receipt and dispatch of Secret material by each major subordinate element. The dispatch record requirement may be satisfied when the distribution of Secret material is evident from addressees or distribution lists for classified documentation. Records of receipt and dispatch are required regardless of the means used to ensure delivery of the material (see paragraph a., above).

c. Records of receipt and dispatch for Secret material shall be retained for a minimum of 2 years.

7-302 Confidential Information

Administrative controls shall be established to protect Confidential information received, originated, transmitted, or stored by an activity.

7-303 Receipt of Classified Material

Procedures shall be developed within DoD activities to protect incoming mail, bulk shipments, and items delivered by messenger until a determination is made whether classified information is contained therein. Screening points shall be established to limit access to classified information to cleared personnel.

7-304 Working Papers

a. Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information shall be:

1. Dated when created;
2. Marked with the highest classification of any information contained therein;
3. Protected in accordance with the assigned classification;
4. Destroyed when no longer needed; and
5. Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification when:

(a) Released by the originator outside the activity or transmitted electrically or through message center channels within the activity;

(b) Retained more than 90 days from date of origin;

(c) Filed permanently; or

(d) Top Secret information is contained therein.

b. Heads of DoD Components, or their single designees, may approve waivers of accountability, control, and marking requirements for working papers containing Top Secret information for activities within their Components on a case-by-case basis provided a determination is made that:

1. The conditions set forth in subparagraphs a. 5.(a), (b), or (c), above, will remain in effect;

2. The activity seeking a waiver routinely handles large volumes of Top Secret working papers and compliance with prescribed accountability, control, and marking requirements would have an adverse affect on the activity's mission or operations; and

3. Access to areas where Top Secret working papers are handled is restricted to personnel who have an appropriate level of clearance, and other safeguarding measures are adequate to preclude the possibility of unauthorized disclosure.

c. In all cases in which a waiver is granted under b., above, the DUSD(P) shall be notified.

7-305 Restraint on Reproduction

Except for the controlled initial distribution of information processed or received electrically or as provided by subsections 1-205 and 3-602, portions of documents and materials that contain Top Secret information shall not be reproduced without the consent of the originator or higher authority. Any stated prohibition against reproduction shall be observed strictly. (See subsection 4-505.) To the extent possible, DoD Components shall establish classified reproduction facilities where only designated personnel can reproduce classified materials and institute key control systems for reproduction areas. Also, when possible, two people shall be involved in the reproduction process to help assure positive control and safeguarding of all copies. The following additional measures apply to reproduction equipment and to the reproduction of classified information:

a. Copying of documents containing classified information shall be minimized;

b. Officials authorized to approve the reproduction of Top Secret and Secret information shall be designated by position title and shall review the need for reproduction of classified documents and material with a view toward minimizing reproduction.

c. Specific reproduction equipment shall be designated for the reproduction of classified information. Rules for reproduction of classified information shall be posted on or near the designated equipment;

d . Notices prohibiting reproduction of classified information shall be posted on equipment used only for the reproduction of unclassified information;

e. DoD Components shall ensure that equipment used for reproduction of classified information does not leave latent images in the equipment or on other material;

f. All copies of classified documents reproduced for any purpose including those incorporated in a working paper are subject to the same controls prescribed for the document from which the reproduction is made; and

g. Records shall be maintained for 2 years to show the number and distribution of reproduced copies of all Top Secret documents, of all classified documents covered by special access programs distributed outside the originating agency", and of all Secret and Confidential documents that are marked with special dissemination and reproduction limitations. (See subsection 4-505.)

RECEIPT FOR CLASSIFIED MATERIAL				
TO: (Title of Office or Organization) US Army Corps of Engineers Fort Belvoir, VA			Number D162641	
FROM: (Office and Telephone)		Classification	Date of Transfer	
Physical Sec Div/ WHS		I Secret	Sep 19, 86,	
Description of Material being Transferred (Do Not Enter Classified Info) 5 pages Secret of 10 page document, "Building Construction Standards for Security Vaults"				
(Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With #Sign)				
No. Of Originals	No. of Carbons	No. of Repro Cys	No. of Encls	No. Cys of each Encl
1		2		
Date Received	Treed Or Printed Name and Signature of Recipient			

SD Form 120
JUL 85

Custodian Copy, to be retained by Originator/Custodian

SD Form 120
JUL 85

Courier/Suspense Copy, to be retained by Courier

SD Form 120
JUL 85

Recipient Copy, to be retained by Recipient

SD Form 120
JUL 85

Return this copy to Office of Secretary of Defense
The Pentagon, Washington, D.C. 20301-1000

FIGURE 10, SD Form 120